Associate Director, Childcare
Full time Position

The Associate Director, Childcare is responsible for assisting the Director of Early Childcare in the implementation of developmentally appropriate activities for children and the development of a high-quality program according to the National Association for the Education of Young Children (NAEYC) and NYS (Office of Children and Family Services (OCFS) regulations. Assist in establishing professional, positive relationships with parents, children, colleagues, and the community. The Associate Director is to be a model, demonstrating the kinds of values, attitudes, expectations, beliefs, and choices that will enhance program excellence. Collaborates with Program Director to develop and administer the departmental budget.

Children’s Learning Center:
- Maintain and ensure compliance to NAEYC Accreditation
- Responsible for teacher to child ratio customized for each age group, to be complying at all times with NYS OCFS
- Maintain proper training documentation for all teachers according to NYS OCFS regulations
- Schedule regular team meetings for teachers to discuss children’s progress and to plan activities
- Responsible for new staff orientation and tours for prospective families
- Assist Director in all programmatic phases
- Ensure the availability of all necessary equipment for the program, order supplies when needed, keeping within existing budget
- Monitor classrooms/cover when necessary to maintain ratios
- Review educational materials
- Oversee field work students from Early Childhood Education Program
- Assist parents in finding additional resources for their children (Early Intervention/CPSE)
- Daily interaction with parents, dealing with concerns or questions regarding their child’s well-being
- Daily interactions with teachers with regards to children’s individual needs
- Assist teachers with observations and assessments in order to track each child’s developmental milestones
- Assist teachers in planning and implementing curriculum that meets the needs of each age group based on each child’s individual needs

Education: Bachelor’s Degree in Early Childhood Education is required. Master’s Degree in Early Childhood Development, Child Education or related field strongly preferred.

Requirements:
- 3 years’ experience supervising staff.
• 3 years teaching in a licensed Childcare program.
• Experience and knowledge of NAEYC standards
• Familiar with OCFS licensing requirements
• Experience in Daxko Operations strongly preferred.
• Excellent communication, time management and organizational skills
• Must be team player

Salary: $45,000 to $55,000

The YWCA White Plains & Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our childcare, nursery school, after-school, summer camp, athletic and mission-based programs. In addition, the YWCA provides a home for 193 low-income women at our Residence.

Please send resume with cover letter to:

Dante Hudson
dhudson@ywcaawpcw.org

The YWCA is an AA/Equal Opportunity Employer